



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: District Superintendents

FROM: Molly Spearman
State Superintendent of Education

DATE: March 16, 2017

RE: ACT WorkKeys® and The ACT® – Switching to Paper

Please see the important deadlines below regarding ACT WorkKeys testing.

On March 14, 2017, the South Carolina Department of Education asked the State Board of Education (SBE) for a blanket waiver from the online testing requirement for the ACT and ACT WorkKeys. This waiver has been granted for the current year.

A March 10, 2017 memorandum from me provides information for retesting the ACT on paper.

Any district previously slated to administer the WorkKeys online may now switch to paper without making a waiver request of the SBE. If a district wishes to test WorkKeys on paper and has not already ordered materials for the initial testing date of **March 22**, districts may test on the make-up date of **April 26**, or on the emergency date of **May 17**. The ordering window for the make-up date is **March 22–April 12**; the ordering window for the emergency date is **April 27–May 4**. Please keep in mind that **the initial, make-up, and emergency date materials are not the same, and cannot be used interchangeably**. Districts must order the correct materials for their testing date. Please also note that the above flexibility does not change the accommodations testing window of **March 22–April 5**.

Please watch for additional information from ACT regarding ordering materials; notify ACT, Inc. if you plan to switch to paper; and consult ACT for any paper ordering questions in advance of the ordering windows.

For questions for the Department, please contact Kevin Fatica at kjfatica@ed.sc.gov or 803-734-8282.

cc: District Testing Coordinators